

OKLAHOMA CITY AREA INTER-TRIBAL HEALTH BOARD

JOB VACANCY ANNOUNCEMENT

Position: Public Health Training Coordinator
Location: Oklahoma City, OK
Status: Full-Time/Full Benefits

Department: Epidemiology Center
Reports To: Epidemiology Center Manager

Opening Date: November 15, 2010
Closing Date: December 3, 2010 at 5:00 p.m.

Job Duties: Under the general direction of the Epidemiology Manager. To develop, implement, monitor and evaluate training programs within the Oklahoma City Area Inter-Tribal Health Board (OCAITHB) and Tribal Epidemiology Center (TEC). Develop the capacity for the TEC to support responses to public health emergencies, provide cultural competency training, implement disease control and prevention programs to reduce health disparities, injury prevention, and provide technical assistance to methamphetamine and suicide prevention. Provides technical assistance and distributes program information to tribes, tribal organizations, state and local entities regarding public health, emergency management training, and health career opportunities. Responsible for developing and maintaining a training schedule, coordinating the use of outside professionals for classes, seminars, webinar, as well as, provide trainings as requested on public health, methamphetamine, and suicide topics. Responsible for collecting and analyzing data to improve training and services provided to the tribes, tribal programs, state and other organizations. Responsible for working with other TECs to evaluate effectiveness of the injury prevention and public health toolkits, collaboration efforts and training provided to the service area.

Knowledge: Must be able to design, collect, and retrieve data to perform analysis for the TEC manager and tribes for training and education. Must be able to collaborate with tribes, tribal organizations, IHS, state health departments, federal agencies and other agencies to coordinate and develop training and outreach activities.

Skills: Must demonstrate excellent oral and written communication skills; presentation skills; decision making and time management skills; excellent problem solving skills; leadership and team building skills; ability to prioritize multiple projects; self-motivation skills; work effectively under pressure; ability to build positive work relationships with internal and external customers; ability to interact professionally with the public; and maintain confidentiality. Demonstrate ability to work with individuals from a variety of professional and educational backgrounds. Have experience researching and writing grant proposals to seek funding opportunities in the areas of health care and prevention.

Experience: A bachelor's degree in public health, education, communication, behavioral health or health related field is required. Minimum of one year of experience in epidemiology and project management. Experience with tribal organizations and/or not-for-profit agency is desired. Experience using MS computer programs (Word, Excel, PowerPoint, and Outlook). Minimum of one year experience of facilitation, course delivery or other public speaking to groups of all sizes. Grant writing and management experience is desired.

Competencies: Teamwork, effective communication, planning and organizing work, initiative, and problem solving.

Supervisory Authority: None

Travel: In and out of state travel may be required in the fulfillment of job requirements and training.

Equal Employment: Except for Indian Preference, consideration will be made without regard to any non-merit factors such as race, color, religion, sex, sexual orientation, national origin, politics, disabilities, marital status, age, membership or non-membership in any employee organization.

Reasonable Accommodations: Reasonable accommodations will be made for qualified applicants or employees with disabilities, except when so doing would impose an undue hardship on the OCAITHB.

Conditions of Employment: 1. Full-time grant funded appointment (Subject to grant continuation); 2. Applicants must possess and maintain a current State Driver's License; 3. Climbing, walking, standing, bending, and occasionally long hours.

Evaluation Methods

An evaluation will be made to the extent to which experience, education, training, self-development, outside activities, and/or awards demonstrate that basically qualified applicants possess the ranking Knowledge, Skills, and Abilities (KSA) described below. This will determine the highly qualified applicants among the basically qualified eligibles. Measurement of possessions of the KSA's will be accomplished through review of the application, the written narrative statement related to the KSA's, employment interviews and reference check results. You are highly encouraged to substantiate your responses to the KSA questions when completing your

application. Failure to substantiate your responses, exaggeration of your qualifications, or misrepresentation of your experience may result in a lower rating and consequently your chances of being considered for selection.

Ranking KSA's:

1. Mastery of communication principles, methods, practices and techniques, and skill in applying such mastery.
2. Ability to meet, interact, and build positive work relationships with internal and external customers, tribes, organizations, groups, and individuals.
3. Skills in event planning and coordination of training course.

Application Procedure

1. **Review the entire Job Vacancy Announcement** to compare your experience with the requirements of the position and identify required documents, if any.
2. **Review the specialized skills and experience** required for the position as stated in the Skills and Experience sections in the announcement. If you possess the skills and experience required, be sure this experience is described in your resume and application.
3. **Review the Evaluation Methods section and submit your written narrative statements** as related to the KSAs with your resume and application.
4. **Mail Application and KSA narratives:** Oklahoma City Area Inter-Tribal Health Board, Attention: Human Resources, P.O. Box 5826, Edmond, Oklahoma 73083. **ALL APPLICATIONS AND FORMS MUST BE RECEIVED BY 5:00 P.M. ON THE CLOSING DATE.** All applications become the property of the Oklahoma City Area Inter-Tribal Health Board and will not be returned. Therefore, all original documents and the completed application forms should be duplicated before being submitted.
5. **Faxed Application and KSA narratives:** Faxed application and KSA should be sent to (405)951-3902. Attention: Human Resources. Applicants are responsible for ensuring that application materials transmit successfully by the closing date. Vacancy Announcement Position Title must appear on the front page.
6. **Email Application and KSA narratives:** Application and KSA should be sent as email attachment in Adobe PDF or formatted in a manner that will transmit successfully to: richard.dickens@ihs.gov. The Vacancy Announcement Position Title must be included in the subject line of the email. Required forms may be sent as email PDF attachments, faxed, or mailed as a hard copy. Application materials provided by different means must be cross-referenced so they may be easily combined. Applicants are responsible for ensuring that application materials are formatted in a manner that will transmit successfully.
7. **Additional Information Required with Application, Resume and KSA narratives:** Resumes and/or accompanying documents must contain all of the information listed below in sufficient detail to make a determination that the applicant has the required qualifications for the position. Applicants for some positions must meet certification, licensure, or registration requirements, if required by law, in addition to meeting work experience and/or educational requirements. Specifically, the information provided under high school, colleges and universities, work experience, and job-related training will be used to evaluate your qualifications for this position, in addition to your KSAs narratives.
 - a. Position Title of the job for which you are applying.
 - b. Full name, mailing address (with zip code), and day and evening telephone numbers (include area code).
 - c. Social Security Number.
 - d. Country of Citizenship.
 - e. High School – Name, City, State, (Zip Code, if known), and date of diploma or GED.
 - f. College and Universities Credit/Degrees – Name, City, State, (Zip Code, if known), Majors, Type and Year of any degrees received (if no degree show total semester or quarter hours earned).
 - g. Work Experience (paid and non-paid) – Job title, duties, accomplishments, employer's name and address, Supervisor's name and phone number, starting and ending dates, hours per week and salary.
 - h. Indicate if we may contact your current employer and supervisor.
 - i. Job-related training courses, skills, honors, awards, special accomplishments.
 - j. **Verification of Indian Preference** applicants who wish to receive Indian Preference, must submit a copy of a properly completed and signed Bureau of Indian Affairs (BIA) certification form, 4432, "Verification of Indian Preference for Employment in BIA and IHS ONLY," that he/she is an Indian as defines by Part 7, Chapter 3, "Indian Preference," Indian Health Manual (03/14/2001). An equivalent form is acceptable only when issued by a Tribe authorized by P.L. 93-638 contract to perform the certification functions on behalf of the BIA. All applicants who wish to receive Indian Preference must submit documentation satisfying one of the above requirements by closing date of the announcement.
 - k. If the applicant is a Veteran, a copy of all DD-214 forms, one for each period of service is required.
 - l. A copy of college transcript(s) or other education attainment, listing college courses and credits earned, is required in order to receive appropriate credit for education. When allowed by Qualifications Standards, copies of training certificates (non-college) must be submitted for appropriate credit.

This position is in a Smoke-Free Environment.

NOTE: PERSONS WHO SUBMIT INCOMPLETE APPLICATIONS WILL BE GIVEN CREDIT ONLY FOR THE INFORMATION THEY PROVIDE AND MAY NOT, THEREFORE, RECEIVE FULL CREDIT FOR THEIR VETERAN STATUS, INDIAN PREFERENCE, EDUCATION, TRAINING AND/OR EXPERIENCE. Fraudulent statements or any form of misrepresentation in the application process could result in loss of consideration for this position and/or determination of suitability for employment.